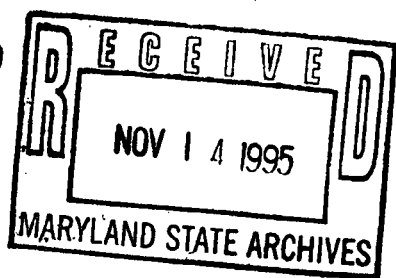


Department of Human Resources
Record Retention and Disposal Schedule Index

<u>Retention Schedule</u>	<u>Schedule Number</u>
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Social Services (SSA, Child Support Enforcement (CSEA) and Income Maintenance Administrations (IMA)	1777 / not approved
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Operations	1780 / not approved



RECORDS RETENTION AND DISPOSAL SCHEDULE

STATE OF MARYLAND

**DEPARTMENT OF HUMAN RESOURCES
OFFICE OF ADMINISTRATION
DIVISION OF ADMINISTRATIVE SERVICES**

DEPARTMENT OF HUMAN RESOURCES
RECORDS RETENTION AND DISPOSAL SCHEDULE
AND
RETIRED RECORDS
(REVISED 1995)

Department of Human Resources
Office of Administration
Division of Administrative Services

INTRODUCTION

This book contains the State Archives approved Record Retention and Disposal Schedule for the Department of Human Resources.

The book is divided into nine major sections. The first section contains the Record Retention and Disposal Schedule index listing by schedule number. The next nine sections consist of the Record Retention and Disposal Schedules for various organizational components within the Department of Human Resources. The retention schedule for local departments of social services is included in the retention schedule for the Social Services, Child Support Enforcement, and Income Maintenance Administrations.

Should the need arise to add, delete, or change any schedules the revised schedule should be forwarded to the Records Management Officer, Division of Administrative Services. Amended schedules can be found at the end of the schedules section.

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE

SCHEDULE NO. 1771

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DEPARTMENT OF HUMAN RESOURCES - ALL OFFICES

Item No.	Description	Retention
	THIS SCHEDULE COVERS ALL CORRESPONDENCE FILES OF THE DEPARTMENT OF HUMAN RESOURCES AND SUPERSEDES THE CORRESPONDENCE ITEMS OF ALL PREVIOUS SCHEDULES.	
1	<u>Secretary's and Director's General Correspondence</u> Subject arrangement of original incoming letters, copies of outgoing letters, memoranda, and other material relating to the functions of the Department of Human Resources.	Retain three (3) years, then destroy. Directives and other material relating to planning and policy that illustrate the development of the agency, retain permanently for eventual transfer to Maryland State Archives (MSA).
2	<u>General Administrative Correspondence File</u> Subject arrangement of original incoming letters, copies of outgoing letters, memoranda, reports, studies, surveys, investigations, press releases, newspaper clippings, legislative reference material, directives and other miscellaneous papers relating to the administration of the Department of Human Resources.	Screen annually. Destroy that material no longer needed for current business. Directives and other material relating to planning and policy that illustrate the development of the agency, retain permanently for eventual transfer to MSA.

DEPARTMENT OF HUMAN RESOURCES
RECORDS RETENTION AND DISPOSAL SCHEDULE

Approved	<u>Sandee Martin</u> Sandee Martin Director Of Office Services Administrative Services Department Of Human Resources	<u>7-20-95</u> Date
Approved	<u>William E. Taylor</u> State Records Administrator	<u>11/9/95</u> Date
Approved	<u>Edward C. Spang</u> State Archivist	<u>11/28/95</u> Date

The above signatures constitute legal approval of the Record Retention Schedules contained in this Manual.